

## **Job Description: Associate Pastor**

**Eden Mennonite Church: 2023**

**Hours:** The full-time Associate Pastor can expect to work 40 hours per week on average. The Associate Pastor shares with the Lead Pastor in serving and leading the congregation. The Associate Pastor accounts to the Eden Leadership Team (ELT).

### **. Pastoral Care**

**A.** Oversee and carry out pastoral care ministry including, but not limited to, hospital stays, pastoral counseling, and regular visitation. This includes coordinating care ministry provided by the Lead Pastor and the Deacon Commission.

**A.** Coordinate regular visitation of members who are homebound or in nursing homes and maintain a record of visitation.

### **II. Worship**

**A.** Preach Sunday morning sermons 9-12 Sundays a year.

**A.** Plan and lead worship services 2-3 Sundays a month.

**B.** Work with the Lead Pastor and the Worship Commission on long range planning of worship themes and services.

### **III. Administration**

**A.** With the Lead Pastor, discern, delegate, and communicate the specific activities of the week with all staff.

**A.** Support the work of the Deacon Commission and ELT by attending monthly meetings.

**B.** Support the work of other commissions as needed, in consultation with the Lead Pastor.

**C.** Be prepared to report to the Lead Pastor, ELT, and Staff Congregation Relations Team (SCRT) regarding monthly schedule and activities and specific areas of responsibility.

### **IV. Christian Education**

**A.** In consultation with the Education and Discipleship Commission, teach classes as needed.

**A.** Together with the Lead Pastor and Deacon Commission, determine the readiness of persons for baptism and church membership and follow through with preparation, classes, and rites.

### **V. Broader Ministries**

**A.** Share with the Lead Pastor the responsibility for planning and carrying out public services such as funerals, weddings, nursing home chapel, and ecumenical worship.

**A.** Share with the Lead Pastor in responding to needs of persons in the community by filling out vouchers or referring to Helping Hands ministry.

**B.** Support the work of Western District Conference, Mennonite USA, and other related ministries as time and interest allows. This includes but is not limited to attending conferences, serving on a commission or board, and promoting these ministries within the congregation.

### **VI. Professional and Spiritual Development**

- A. Attend continuing education opportunities on a regular basis, in consultation with the Lead Pastor.
- A. Arrange for periodic sabbaticals in consultation with the Lead Pastor, ELT, SCRT and the church.
- B. Daily prayer for the congregation and guidance in fulfilling pastoral duties.
- C. Complete the Western District Conference Accountability Plan and maintain discipline in striving to follow that plan. Share a copy of the Accountability Plan with the SCRT.
- D. Maintain supportive connections with other pastors, such as a Peer Group organized by the Conference.

**VII. Evaluation Procedure**

- A. A memo of understanding will be updated annually in consultation with the SCRT, Lead Pastor, ELT and Stewardship Commission
- A. In consultation with the Western District Conference, an evaluation will be conducted by the congregation, led by the ELT, during the middle year of the pastor's term.